



Village of New Minas
Commission Meeting
June 12, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
APPROVED MINUTES

Commissioners Present:

- Dave Chaulk, Chair
- James Redmond, Vice Chair
- Mary Munroe
- Quentin Hill
- Debra Windle-Smith

Commissioners Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Donna Randell (via Zoom)

1. Call to Order:

Dave Chaulk called the meeting to order at 7:00pm, welcoming those in attendance.

2. Approval of the Agenda:

Dave Chaulk requested an addition to the agenda to discuss development in New Minas. Mary Munroe requested an addition to the agenda to discuss the reinstatement of the New Minas Area Advisory Committee. These items will were added to "Other Business."

Motion:

THAT the Agenda for the June 12, 2023 Commission Meeting be approved as amended.

M/Quentin Hill

S/Mary Munroe

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of Minutes:

- a. May 8, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the May 8, 2023 Village Commission Meeting be approved as circulated.

**M/James Redmond
S/Quentin Hill
Motion Carried**

5. Business Arising from Minutes:

- a. May 8, 2023 Village Commission Meeting

There was no business arising from the May 8, 2023 minutes.

6. Comments from the Chair:

There were no comments from the Chair.

7. Public Input Specific to Agenda Topics:

There was no public input.

8. Committee Reports:

- a. Beautification Committee

Mary Munroe provided a verbal summary of the draft minutes included in the June 12, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Beautification Committee be received as included in the June 12, 2023 Commission agenda package and as verbally summarized by Mary Munroe.

**M/Mary Munroe
S/Debra Windle-Smith
Motion Carried**

- d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the June 12, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the June 12, 2023 Commission agenda package and as verbally summarized by James Redmond.

M/James Redmond

S/Quentin Hill

Motion Carried

e. Regional Sewer Committee

James Redmond provided a verbal summary of the draft minutes included in the June 12, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee be received as included in the June 12, 2023 Commission agenda package and as verbally summarized by James Redmond.

M/James Redmond

S/Quentin Hill

Motion Carried

9. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the June 12, 2023 Commission agenda package:

- a. Clerk Treasurer/CAO — Report included in package
- b. Manager of Municipal Operations — Report included in package
- c. Manager of Finance — Report included in package
- d. Director of Recreation & Community Development — Report included in package
- e. Active Living Coordinator — Report included in package

Motion:

THAT the Staff Reports be received as included in the June 12, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/Debra Windle-Smith

S/Mary Munroe

Motion Carried

10. New Business:

- a. Water Commission Appointments

The Clerk Treasurer/CAO presented the request for decision included in the June 12, 2023 Commission agenda package.

Motion:

THAT James Redmond and Mary Munroe be appointed to the Water Commission as Commissioner members for the term ending on May 31, 2026.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

b. Source Water Protection Committee Appointments

The Clerk Treasurer/CAO presented the request for decision included in the June 12, 2023 Commission agenda package.

Motion #1:

THAT James Redmond and Maynard Stevens be appointed to the Source Water Protection Committee as members of the New Minas Water Commission for the term ending on June 30, 2024.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

Motion #2:

THAT Scott Crowell and Dale Pineo be appointed to the Source Water Protection Committee as citizen members for the term ending on June 30, 2025.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

c. Finance & Audit Committee Appointment

The Clerk Treasurer/CAO presented the request for decision included in the June 12, 2023 Commission agenda package.

Motion:

THAT Bruce MacArthur be appointed to the Finance & Audit Committee as a citizen member for the term ending on March 31, 2024.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

d. Regional Sewer Committee Appointment

The Clerk Treasurer/CAO presented the request for decision included in the June 12, 2023 Commission agenda package.

Motion:

THAT James Redmond be appointed to the Regional Sewer Committee as the Village's Voting Member for the term ending on May 31, 2026.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

11. Correspondence:

There was no correspondence.

12. Other Business:

a. Special Committee for Strategic Planning

Now that the two incumbents have been re-elected to the Village Commission via acclamation, the Clerk Treasurer/CAO reintroduced the idea of a Special Committee to develop a Strategic Plan for the Village of New Minas. It was decided to keep the process informal through a monthly working group consisting of two Commissioners and senior staff. Any resourcing needs and a timeline for project completion will be reported back to the Commission in September.

Motion:

THAT Quentin Hill and Debra Windle-Smith be appointed to a monthly working group consisting of two Commissioners and senior staff to develop a Strategic Plan for the Village of New Minas.

M/James Redmond

S/Mary Munroe

Motion Carried

b. Microsoft Office 365

The Clerk Treasurer/CAO discussed a quotation from Server Cloud Canada (our existing service provider) to migrate to Microsoft Office 365. The total cost per year will decrease from \$21,200 to approximately \$19,700 (and potentially less depending on the number of subscriptions), with increased features that are important for productivity and collaboration. There will be a one-time migration service charge of \$1,500 + HST. The consensus was to move forward with this initiative, understanding that there will be some growing pains.

c. New Minas Development

Dave Chaulk discussed a desire for the Village to be proactive in pursuing development and funding opportunities (including partnerships with higher levels of government) for the lands to the south of Hwy 101. This initiative will be included in the Strategic Plan.

d. New Minas Area Advisory Committee

Mary Munroe discussed a desire for the New Minas Area Advisory Committee to be reinstated, now that the New Minas Secondary Planning Strategy has been approved. The Clerk Treasurer/CAO will discuss this matter with the County and provide a recommendation to the Commission.

13. General Public Input:

There was no public input.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 7:35pm.

Motion:

THAT the meeting be adjourned.

M/Debra Windle-Smith

S/Quentin Hill

Motion Carried